



FRANKLIN COUNTY CHILD SUPPORT
ENFORCEMENT AGENCY
80 E. Fulton Street
Columbus, Ohio 43215

J O B A N N O U N C E M E N T

POSITION TITLE: Secretary 1 (Bargaining Unit) **PCN:** 084409
DEPARTMENT: Establishment **P.R.:** T3
REPORTS TO: Cynthia Thomas, Office Manager

RESPONSIBILITIES: Provide secretarial and clerical support to the department. Receive, organize, review, and process cases. Type correspondence and review administrative and court documents for accuracy. Answer and return telephone calls. Handle confidential and sensitive inquiries from internal and external clients.

File, sort, organize, and distribute files accordingly. Research information concerning cases and examine client files to verify all current, legal and required documentation is in file. Schedule hearings, and attend meeting and trainings. Update manuals and train office staff as specified.

MINIMUM QUALIFICATIONS: High school graduate or GED with one (1) year of clerical or secretarial experience; or any equivalent combination of training and experience.

STARTING SALARY: \$12.04/hour, plus a comprehensive benefits package.
120 Day Probationary Period

DATE POSTED: Friday, January 8, 2016

DEADLINE TO APPLY: Friday, January 22, 2016

If interested, please go to www.franklincountyohio.gov/commissioners/hr and apply on-line.

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